

*The Committee to Approve Schedules for the
Retention and Disposition of Official State Records
The “State Records Committee”
Minutes for October 9, 2019*

1: Call to Order, Welcome, Roll Call

The meeting was called to order at 1:28 pm. The meeting was held at the Nevada State Library and Archives Board Room, at 100 N. Stewart St, Carson City, NV.

Committee Members:

Kimberley Perondi, for Barbara K. Cegavske, Secretary of State – Present

Kathryn Etcheverria, Governors Appointee – Present

Sarah Bradley, for Aaron Ford, Nevada Attorney General – Present

Tammy Westergard, Division Administrator, Nevada State Library, Archives and Public Records – Present

Maureen Martinez, For Deonne Contine, Director of the Department of Administration – Absent

Alisanne Maffei, for David Haws, Administrator, Enterprise Information Technology Services – Present

Staff:

Sara Martel, State Records Manager, Nevada State Library, Archives and Public Records – Present

Bobbie Church, Senior Records Analyst, Nevada State Library, Archives and Public Records – Excused

Lewis Martin, Administrative Assistant II, Nevada State Library, Archives and Public Records – Present

Guests Present:

None

2: Public Comment

Comment may be limited to 5 minutes at the discretion of the Chair.

There was no public comment made.

3: Attachment A. Review and Approve the Minutes for July 10, 2019

Discussion and Vote:
The minutes were approved as presented. The motion was made by Kathryn Etcheverria and the second was by Alisanne Maffei. The vote was unanimous.

4: Attachment B. Proposed New RDAs for Agency Specific Records Retention Schedules

Discussion and Vote:
As there were no action items, there was no discussion or vote.

5: Attachment C. Proposed Modification RDAs for Agency Specific Records Retention Schedules

1. Department of Administration, Public Works Division:

A. Title: Capital Improvements: Lease Purchase Buildings Funded

RDA: 2005091

Description:

These records document the plans for the funding and occupancy of lease-purchase buildings in accordance with NRS 353.500 to 353.630. The records may include but are not limited to: tenant lists with lease payment and square footage requirements, consultant's final payment projection worksheet (Treasurer's Office), employee growth rate projections, final State Public Works Board (SPWB) Project Cost Estimate emails, notes, associated documentation, and related correspondence.

Authorized Retention:

Retain for three (3) fiscal years from the end of the fiscal year *in which the Certificate of Occupancy is issued.* ~~of the occupancy of the building.~~

Recommended Disposition:

~~Destroy~~ *Permanent Transfer to Archives*

NSLAPR staff recommendation:

The retention period meets administrative, archival, fiscal, and legal needs.

Agency review:

The appraisal is supported by the Records Officers for the Department of Administration, Public Works Division.

Justification for Modification of RDA 2005091:

This series was approved in the July meeting with an incorrect disposition. Staff has added the series to this agenda to re-vote with the corrected disposition and recommends removing “of the occupancy of the building.” and replacing it with “in which the Certificate of Occupancy is issued.” to update the retention statement.

<u>Discussion and Vote:</u>
The proposals in Attachment C were approved as presented. The motion was made by Sarah Bradley and the second was by Tammy Westergard. The vote was unanimous.

6: Attachment D. Proposed Deletion RDAs for Agency Specific Records Retention Schedules

<u>Discussion and Vote:</u>
As there were no action items, there was no discussion or vote.

7: Attachment E. Proposed New, Modification, and Deletion of RDAs for General Records Retention Schedule

A. **Title:** Administrative: Calendars Agency Staff

RDA: 2015022

Description:

These records document day-to-day activities of agency's staff. *The records may include but are not limited to:* calendars, task lists, meeting schedules, *associated documentation, and related correspondence.*

Authorized Retention:

Retain for one (1) calendar year from the end of the calendar year *in which the calendar was created.*

Recommended Disposition:

Destroy

NSLAPR staff recommendation:

The retention period meets administrative values.

Justification for Modification of RDA 2015022:

Staff recommends removing “to which the record pertains.” and replacing it with “in which the calendar was created.” in the retention statement to make a more defined and accurate trigger event.

B. Title: Administrative: Correspondence Files Routine Business

RDA: 2010033

Description:

These records document correspondence that is work related and deal with the day-to-day office administration and activities. *The records may include but are not limited to: letters, memos, emails, social media, associated documentation, and related correspondence.* Note: Correspondence that is part of a specific subject file is retained with that subject file and according to the authorized retention period for that subject file.

Authorized Retention:

Retain for one (1) calendar year from the end of the calendar year *in which the correspondence was created.*

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative values.

Justification for Modification of RDA 2010033:

Staff recommends removing “to which it pertains or for the authorized retention period per subject file.” and replacing it with “in which the correspondence was created.” while removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event.

C. Title: Administrative: Logs

RDA: 1995120

Description:

These records document the status of work functions, correspondence, *and* reports. *The records may include but are not limited to: mail logs, telephone logs, lists and schedules used to monitor work functions, associated documentation, and related correspondence.*

Authorized Retention:

Retain for one (1) *calendar* year from the *end of the calendar year in which the log was created.*

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative values.

Justification for Modification of RDA 1995120:

Staff recommends removing “to which the records pertain.” and replacing it with “end of the calendar year in the log was created.” while removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event. Since there is no fiscal value for these records Staff recommends the adjustment of fiscal year to calendar year to align with the other administrative functions in the General Schedule.

D. Title: Administrative: Quality Assurance Review Audits and Reports

RDA: 2002057

Description:

These records consist of quality control reviews performed by an agency to check the effectiveness of policies and procedures [such as office security, training, safety, personnel, customer relations, emergency, and similar procedures].

The records may include but are not limited to: investigative reports, checklists, supportive documents, staff reviews, regular and final reports, *associated documentation*, and related correspondence.

Authorized Retention:

Retain for three (3) calendar years from the end of the calendar year *in which the review or audit was completed*.

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative and legal values.

Justification for Modification of RDA 2002057:

Staff recommends removing “to which they pertain.” and replacing it with “in which the review or audit was completed.” while removing “these records” in the retention statement to make a more defined and accurate trigger event.

E. Title: Administrative: Restricted Document Log (Homeland Security Act)

RDA: 2004170

Description:

These records document the access granted to restricted records in accordance with the Homeland Security Act. *The records may include but are not limited to:* date access was granted, individual's name, photographic form of identity, employers *name*, citizenship status, purpose for accessing the restricted documents, *associated documentation*, and *related correspondence*. NRS 239C.090

Authorized Retention:

Retain for three (3) calendar years from the end of the calendar year *in which the log was created*.

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative and legal values.

Justification for Modification of RDA 2004170:

Staff recommends removing “to which it pertains.” and replacing it with “in which the log was created.” while removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event.

F. Title: Audits: Audit Records

RDA: 2005095

Description:

These records document financial, performance, and other types of audits performed by the *Legislative Counsel Bureau*, private audit firms, the Internal Audits Division, or other auditing entities. The *records* may consist of but are not limited to: reports from auditors including the *final audit report* with supportive material, internal agency reports, accounting records, corrective action documentation, *associated documentation*, and related correspondence.

Authorized Retention:

Retain for three (3) fiscal years from the end of the fiscal year *in which the audit was completed*.

Recommended Disposition:

Destroy

NSLAPR staff recommendation:

The retention period meets administrative, fiscal, and legal values.

Justification for Modification of RDA 2005095:

Staff recommends removing “to which they pertain.” and replacing it with “in which the audit was completed.” while removing “this records series” and “a period of” in the retention statement to make a more defined and accurate trigger event.

G. Title: Budget: Budget Files

RDA: 2004023

Description:

These records document the managing of the legislatively approved budget. *The records may include* but are not limited to: work *programs*, work *program revisions*, *associated documentation*, and related correspondence.

Authorized Retention:

Retain for three (3) fiscal years from the end of the fiscal year *in which the budget cycle ended*.

Recommended Disposition:

Destroy

NSLAPR staff recommendation:

The retention period meets administrative and fiscal values.

Justification for Modification of RDA 2004023:

Staff recommends removing “to which it pertains.” and replacing it with “in which the budget cycle ended.” while removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event.

H. Title: Budget: Performance Indicators Computation Files

RDA: 2001066

Description:

These records *document* the gathering of raw data and computation of performance measures. The *records may include* but *are* not limited to: spreadsheets, surveys with summaries, *supporting and associated documentation*, and related correspondence.

Authorized Retention:

Retain for three (3) fiscal years from the *end of the* fiscal year *in which the performance measures for the budget cycle was finalized*.

Recommended Disposition:

Destroy

NSLAPR staff recommendation:

The retention period meets administrative and fiscal values.

Justification for Modification of RDA 2001066:

Staff recommends removing “to which they pertain.” and replacing it with “in which the performance measures for the budget cycle was finalized” while removing “this record series” and “a period of” in the retention statement to make a more defined and accurate trigger event.

I. Title: Employee Development: Continuing Education (CE) Files

RDA: 2006055

Description:

These records document the ***Continuing Education (CE)*** and/or training that may be required for renewal of a professional license/certificate or to strengthen the talents and skills of employees. ***The records may include but are not limited to:*** educational transcripts, attendance rolls, course/workshop documentation, CE credit slips, CE/Training forms, training program course approval documentation, training plans, stipend and educational leave approvals, evaluations, training reports, ***associated documentation, and related correspondence.***

Authorized Retention:

Retain for three (3) calendar years from the end of the calendar year ***in which the license or certificate expires.***

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative and legal values.

Justification for Modification of RDA 2006055:

Staff recommends removing “to which they pertain.” and replacing it with “in which the license or certificate expires.” while removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event.

J. Title: Environmental: Chemical Accident Prevention Program Files

RDA: 2007020

Description:

These records document the Chemical Accident Prevention Program (CAPP) of an agency. ***The records may include but are not limited to:*** registration documentation, accident history, hazard assessment, emergency response program, process hazard analysis, operating procedures, training procedures, incident reports, ***associated documentation, and related correspondence.*** NRS 459.3833, NAC 459.95348 to 459.95435.

Authorized Retention:

Retain for five (5) calendar years from the end of the calendar year ***in which the program manual was superseded.***

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative and legal values.

Justification for Modification of RDA 2007020:

Staff recommends removing “to which they pertain.” and replacing it with “in which the program manual was superseded” while removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event.

K. Title: Environmental: Hazardous Waste Files

RDA: 2004162

Description:

These records document the annual registration and operation of generators of hazardous waste. ***The records may include but are not limited to:*** registration forms with associated documentation, summary of off-site consequence analysis, 5-year accident history, emergency response program, hazard assessment with related reports, Executive Summary, biennial reports, waste shipment manifests, inspections, variances, ***associated documentation, and related correspondence.*** NRS 459.3818 to 459.3874, NAC 459.952 to 459.95528, NRS 459.485, NAC 444.8655 and 40 CFR Part 262

Authorized Retention:

Retain for five (5) calendar years from the end of the calendar year *in which the waste was last sent to on-site or offsite treatment, storage, or disposal.*

Recommended Disposition:

Destroy

NSLAPR staff recommendation:

The retention period meets administrative and legal values.

Justification for Modification of RDA 2004162:

Staff recommends removing “to which they pertain” and replacing it with “in which the waste was last sent to on-site or offsite treatment, storage, or disposal.” while removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event.

L. Title: Fiscal: Accounting Files (Agency Copy)

RDA: 2007016

Description:

These records document the financial transactions and accounting functions of an agency. *The records may include but are not limited to:* bank statements, cash receipts, deposit receipts; IFS Advantage™ reports and supporting documentation, ledgers, journal entries and work files, disbursement logs, reconciliation documentation, billing claims, work program documentation, purchasing documentation, invoices, accounting spreadsheets, travel documentation, fleet Services records, travel requests and authorizations, checks, associated *documentation, and related correspondence.* NRS Chapter 353

Authorized Retention:

Retain for three (3) fiscal years from the *end of the* fiscal year *in which the transaction was completed.*

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative, legal, and fiscal values.

Justification for Modification of RDA 2007016:

Staff recommends removing “to which it pertains” and replacing it with “in which the transaction was completed” while removing “this records series” and “a period of” in the retention statement to make a more defined and accurate trigger event.

M. Title: Fiscal: Freight Records

RDA: 2004284

Description:

These records document the transactions with private carriers concerning freight services for heavy and large items. *The records may include but are not limited to:* shipping company information, invoices, bills of lading, shipping tags, shipping receipts, shipment log, documentation on the item's being shipped, insurance documentation, loss and/or damage reports with supportive documentation, *associated documentation, and related correspondence.*

Authorized Retention:

Retain for three (3) fiscal years from the *end of the* fiscal year *in which the transaction was completed.*

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative, fiscal values.

Justification for Modification of RDA 2004284:

Staff recommends removing “to which it pertains.” and replacing it with “in which the transaction was completed.” while removing “this records series” and “a period of” in the retention statement to make a more defined and accurate trigger event.

N. Title: Fiscal: Postal Tracking Records

RDA: 2004283

Description:

These records document the transactions with the U.S. Postal Services and other private couriers concerning letter and parcel post type postal services. *The records may include but are not limited to:* postal meter records, receipts for postage stamps, registered and/or certified mail, insured mail, insurance documentation, special delivery records, loss reports, *associated documentation, and* related correspondence.

Authorized Retention:

Retain for three (3) fiscal years from the *end of the* fiscal year *in which the transaction was completed.*

Recommended Disposition:

Destroy

NSLAPR staff recommendation:

The retention period meets administrative, fiscal values.

Justification for Modification of RDA 2004283:

Staff recommends removing “to which it pertains.” and replacing it with “in which the transaction was completed.” while removing “this records series” and “a period of” in the retention statement to make a more defined and accurate trigger event.

O. Title: Fiscal: Vendor Files

RDA: 2001036

Description:

These records document vendors for services, equipment, or supplies. *The records may include but are not limited to:* vendor contact information, accounting documents, *associated documentation, and* related correspondence.

Authorized Retention:

Retain for three (3) fiscal years from the *end of the* fiscal year *in which the associated vendor account is closed.*

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative and fiscal values.

Justification for Modification of RDA 2001036:

Staff recommends removing “to which it pertains.” and replacing it with “in which the associated vendor account is closed.” while removing “this records series” and “a period of” in the retention statement to make a more defined and accurate trigger event.

P. Title: Fiscal: W-9 Tax I.D. Files

RDA: 1998151

Description:

These records document tax I.D.#'s from vendors. The files may also be used to produce IRS 1099 reports. *The records may include* but are not limited to: *reports* of vendors receiving payments, *original* W-9 forms returned from vendors, IRS 1099 reports, *internal* forms used to adjust totals, *associated documentation, and* related correspondence.

Authorized Retention:

Retain for three (3) fiscal years from the *end of the* fiscal year *in which the final payment to the vendor.*

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative, fiscal, and legal values.

Justification for Modification of RDA 1998151:

Staff recommends removing “to which it pertains.” and replacing it with “in which the final payment to the vendor.” while removing “this records series” and “a period of” in the retention statement to make a more defined and accurate trigger event.

Q. Title: Grants: State Grants - Applying Agency Records

RDA: 2005131

Description:

These records document grants funded solely with state funds administered by a state agency when they concern the government agency, private, and/or non-profit organizations that apply for such a grant. These *records* may include but are not limited to: *application* materials, *assurances*, *financial* and budget documentation, *audit* records with supportive documentation, *closure* documentation, *program* narrative, *progress* reports, *associated documentation, and* related correspondence.

Authorized Retention:

Retain for three (3) fiscal years from the *end of the* fiscal year *in which the final pay of the contract is dated.*

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative, fiscal, and legal values.

Justification for Modification of RDA 2005131:

Staff recommends removing “to which it pertains.” and replacing it with “in which the final pay of the contract is dated.” while removing “this records series” and “a period of” in the retention statement to make a more defined and accurate trigger event.

R. Title: Grants: State Grants - Granting Agency Records

RDA: 2005132

Description:

These records document grants funded solely with state funds administered by a *granting* state agency. These *records* may include but are not limited to: *application* materials, *assurances*, *financial* and budget documentation, *audit* records with supportive documentation, *compliance* review documentation, *program* narratives, *associated documentation, and* related correspondence.

Authorized Retention:

Retain for three (3) fiscal years from the end of the fiscal year *in which the final pay of the contract is dated.*

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative, fiscal, and legal values.

Justification for Modification of RDA 2005132:

Staff recommends removing “to which they pertain.” and replacing it with “in which the final pay of the contract is dated.” while removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event.

S. Title: IT: Computer Access Log

RDA: 2005099

Description:

These records document the access to an employee's computer *The records may include but are not limited to:* name of the employee, the date and time of access, explanation of the circumstances *and* considerations justifying the access, the name of each person authorized to perform the access, the name of each person allowed to examine the information retrieved, the name of each person required to store, maintain and/or destroy that information, details of inappropriate use or access to the computer, *associated documentation, and related correspondence.* NRS 281.195

Authorized Retention:

Retain for three (3) calendar years from the end of the calendar year *in which the log was created.*

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative and legal values.

Justification for Modification of RDA 2005099:

Staff recommends removing “to which it pertains.” and replacing it with “in which the log is created.” while removing “this record series” and “a period of” in the retention statement to make a more defined and accurate trigger event.

T. Title: IT: Security Records

RDA: 2007031

Description:

These records document the security of IT systems (See IT Security Committee Policies, Standards and Procedures (PSP's)). The records may *include* but are not limited to: physical security reviews, *security breach reports, reports of suspicious activities, reports of suspected violations, risk analysis documentation and reports, security evaluations and reviews, associated documentation, and related correspondence.*

Authorized Retention:

Retain *for* three (3) calendar years from the end of the calendar year *in which the report or evaluation was completed.*

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative value.

Justification for Modification of RDA 2007031:

Staff recommends removing “to which it pertains.” and replacing it with “in which the report or evaluation was completed.” while removing “these records” in the retention statement to make a more defined and accurate trigger event.

U. Title: Licensing: Index and List of Licensees and/or Certificate Holders

RDA: 1998110

Description:

These records document the administration of departments, divisions, bureaus, boards, committees, councils, commissions, *and* offices who grant licenses, registrations, *or* certificates. *The records may include but are not limited to: identifying information* of the individual or organization, name of the license, registration, *or* certificate granted and dates of issue and expiration, *associated documentation, and related correspondence.*

Authorized Retention:

Retain for one (1) calendar year from the end of the calendar year *in which the list is dated.*

Recommended Disposition:

Permanent: Transfer to State Archives

NSLAPR staff recommendation:

The retention period meets administrative, legal, and archival values.

Justification for Modification of RDA 1998110:

Staff recommends removing “to which they pertain.” and replacing it with “in which the list is dated.” while removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event.

V. Title: Occupational Safety: Exposure Control Files

RDA: 2007017

Description:

These records document the control activities used to avoid occupational exposure to blood or other potentially infectious materials. The records may *include* but are not limited to: “Exposure Control Plan”, exposure determination documentation, *housekeeping documentation, communication of hazards documentation, exposure training, associated documentation, and related correspondence.* OSHA standards in 29 CFR 1910.1030

Authorized Retention:

Retain for three (3) calendar years from the end of the calendar year *in which the plan was reviewed and or updated.*

Recommended Disposition:

Destroy

NSLAPR staff recommendation:

The retention period meets administrative and legal values.

Justification for Modification of RDA 2007017:

Staff recommends removing “to which they pertain.” and replacing it with “in which the plan was reviewed and or updated.” while removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event.

W. Title: Occupational Safety: First Aid Records

RDA: 2004213

Description:

These records document the single treatment and any follow up visit for the purpose of observation of minor scratches, cuts, burns, splinters, and other injuries which do not ordinarily require medical care. Such treatment and any follow up visit for the purpose of observation are considered first aid, even if the treatment or visit is provided by a health care

provider. ***The records may include but are not limited to:*** incident report of minor injuries, first aid log, supply requests including supply expenditure reports, first-aid kit inspection reports, ***associated documentation, and related correspondence.*** NAC 618.5506

Authorized Retention:

Retain for one (1) calendar year from the end of the calendar year ***in which the treatment is completed.***

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative and legal values.

Justification for Modification of RDA 2004213:

Staff recommends removing “to which they pertain.” and replacing it with “in which the treatment is completed.” while removing “this record series” and “a period of” in the retention statement to make a more defined and accurate trigger event.

X. Title: Occupational Safety: OSHA Reports

RDA: 2002076

Description:

These records document the activities of state agencies in administering federal and state requirements for Occupational Safety and Health. The records may ***include*** but are not limited to: OSHA forms ***privacy logs, associated documentation, and related correspondence.***

Authorized Retention:

Retain for five (5) calendar years from the end of the calendar year ***in which the report is submitted.***

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative and legal values.

Justification for Modification of RDA 2002076:

Staff recommends removing “to which they pertain.” and replacing it with “in which the report is submitted.” while removing “these records” in the retention statement to make a more defined and accurate trigger event.

Y. Title: Occupational Safety: Personal Protective Equipment (PPE) Files

RDA: 2007018

Description:

These records document the authorization, acquisition, training for and maintenance of ***Personal Protective Equipment (PPE)*** for an agency ***The records may include but are not limited to:*** workplace hazard assessments, PPE selection and purchase documentation, ~~damaged~~/defective equipment reports, PPE request and authorization records, PPE training records, PPE certification records, ***associated documentation, and related correspondence.*** OSHA standards 29 CFR 1910.132 to 141 and 29 CFR 1910.1030

Authorized Retention:

Retain for three (3) calendar years from the end of the calendar year ***in which the equipment was disposed of by the agency.***

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative and legal values.

Justification for Modification of RDA 2007018:

Staff recommends removing “to which they pertain.” and replacing it with “in which the equipment was disposed of by the agency.” while removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event.

Z. Title: Occupational Safety: Safety Program Files

RDA: 2006060

Description:

These records document the activities and functions of the safety program established by state agencies. *The records may include but are not limited to:* documentation of health and safety issues, Year End and Mid-Year Safety Reports, Safety Committee minutes, OSHA forms, Emergency Action Plans, training program attendance documentation, *associated documentation, and related correspondence.* NRS 618.195, 29 CFR 1910.38, NRS 239C.090

Authorized Retention:

Retain for three (3) calendar years from the end of the calendar year *in which the record was received.*

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative and legal values.

Justification for Modification of RDA 2006060:

Staff recommends removing “to which they pertain.” and replacing it with “in which the record was received.” while removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event.

AA. Title: Open Meeting Law: Recordings of Meetings

RDA: 2006001

Description:

These records *contain* the proceedings of meetings that are *transcribed into* the minutes of public bodies (including boards, commissions, councils, *and* committees). *The records may include but are not limited to:* audio and/or audio/visual recordings, *associated documentation, and related correspondence.* (NRS 241.010)

Authorized Retention:

Retain for *three (3)* calendar years *from the end of the calendar year in which the minutes were approved.*

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative and legal values.

Justification for Modification of RDA 2006001:

This retention was adjusted in the AB 70 2019 Legislative Session from 1-year retention to 3-years of retention effective October 1, 2019. Staff recommends removing “year from the date of the meeting.” and replacing it with “end of the calendar year in which the minutes were approved.” while removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event.

BB. Title: Personnel: Affirmative Action / Equal Employment Opportunity (EEO) Files **RDA:** 2007014

Description:

These records document the Affirmative Action (AA) and Equal Employment Opportunity Act (EEO) programs. *The records may include but are not limited to:* EEO reports, AA Plan documentation, self-analysis surveys, organizational profiles, placement goals, compliance monitoring documentation (including investigations), special reports, *associated documentation*, and related correspondence. 29 CFR Part 1602, 29 CFR Part 1608 and NRS 613.310 to 613.435

Authorized Retention:

Retain for three (3) calendar years from the end of the calendar year *in which the Equal Employment Opportunity reports were submitted.*

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative and legal values.

Justification for Modification of RDA 2007014:

Staff recommends removing “to which they pertain.” and replacing it with “in which the Equal Employment Opportunity reports were submitted.” while removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event.

CC. Title: Personnel: Americans With Disabilities Act (ADA) Compliance Records **RDA:** 2004219

Description:

These records document compliance with the Americans with Disability Act. *The records may include but are not limited to:* administrative reports, public inquiries, federal ADA inquiries, compliance reports, *associated documentation, and related correspondence.* Note: ADA complaints and disability records must be filed separately (“Personnel: Reasonable Accommodations Records”).

Authorized Retention:

Retain for three (3) calendar years from the end of the calendar year *in which the administrative report was filed.*

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative and legal values.

Justification for Modification of RDA 2004219:

Staff recommends removing “to which they pertain.” and replacing it with “in which the administrative report was filed.” while removing “this record series” in the retention statement to make a more defined and accurate trigger event.

DD. Title: Personnel: HR Management Reports **RDA:** 2007027

Description:

These records document general personnel matters within the agency in cooperation with the Human Resource Management Division. *The records may include but are not limited to:* classification, recruitment, appointments, performance reporting, employee training reporting, unemployment insurance coverage, performance requirement reporting, *associated documentation, and related correspondence.*

Authorized Retention:

Retain for three (3) fiscal years from *end of the fiscal year in which the reports were submitted to Human Resource Management.*

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative and legal values.

Justification for Modification of RDA 2007027:

Staff recommends removing “to which it pertains.” and replacing it with “in which the reports were submitted to Human Resource Management.” while removing “this records series” in the retention statement to make a more defined and accurate trigger event.

EE. Title: Personnel: IRS Tax Documentation

RDA: 2005098

Description:

These records document the collection of income tax and federal insurance. *The records may include but are not limited to: payroll records, personnel records, records documenting the adjustment and settlement of taxes, returns (including schedules and statements), statements furnished by employees, documentation of absence from work, withholding exemption certificates, associated documentation, and related correspondence.* 26 CFR 31.6001-1, 26 CFR 31.6001-2 and 26 CFR 31.6001-5

Authorized Retention:

Retain for four (4) calendar years from the end of the calendar year *in which the taxes were collected.*

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative and legal values.

Justification for Modification of RDA 2005098:

Staff recommends removing “to which they pertain.” and replacing it with “in which the taxes were collected.” while removing “this record series” and “a period of” in the retention statement to make a more defined and accurate trigger event.

FF. Title: Personnel: Medical Related Records

RDA: 2013048

Description:

These records document actions relating to medical conditions of employees. The records may include but are not limited to: *fitness for duty records, federal “Family and Medical Leave Act” documentation, pre-employment medical screenings, sick leave documentation, catastrophic leave records, associated documentation, and related correspondence.*

Authorized Retention:

Retain for three (3) calendar years from the end of the calendar year *in which the employee separates from service.*

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative and legal values.

Justification for Modification of RDA 2013048:

Staff recommends removing “to which they pertain.” and replacing it with “in which the employee separates from service.” while removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event.

GG. Title: Personnel: Payroll Records

RDA: 2007028

Description:

These records document the payroll activities of an agency. *The records may include but are not limited to:* employee wages and salary, time and attendance, longevity, work schedules, flex time and any alterations from a regular 40-hour work week or 8-hour work day, deductions to wages, retirement contributions, benefits, leave donations, taxes, unemployment insurance coverage, workers compensation, *associated documentation*, and related correspondence.

Authorized Retention:

Retain for three (3) fiscal years from the end of the fiscal year *in which the payroll record activity was recorded.*

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative, fiscal, and legal values.

Justification for Modification of RDA 2007028:

Staff recommends removing “to which it pertains.” and replacing it with “in which the payroll record activity was recorded.” while removing “this record series” in the retention statement to make a more defined and accurate trigger event.

HH. Title: Personnel: Unemployment Insurance Records

RDA: 2005097

Description:

These records document the payroll *activities* for unemployment insurance purposes *The records may include but are not limited to:* payroll records, personnel records, amounts paid into the state unemployment insurance fund, *associated documentation*, and related correspondence. 26 CFR 31.6001-4, NRS 612.220, NRS 612.260 and NAC 612.020

Authorized Retention:

Retain for four (4) calendar years from the end of the calendar year *in which the payroll record activity was recorded.*

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative, fiscal, and legal values.

Justification for Modification of RDA 2005097:

Staff recommends removing “to which they pertain.” and replacing it with “in which the payroll record activity was recorded.” while removing “this record series” and “a period of” in the retention statement to make a more defined and accurate trigger event.

II. Title: Property Management: Building Security and Protection System Maintenance Records

RDA: 2009028

Description:

These records document the service and maintenance of security and fire protection systems and equipment. *The records may include but are not limited to: inspection records, maintenance reports, service logs, tags, associated documentation, and* related correspondence.

Authorized Retention:

Retain for three (3) calendar years from the end of the calendar year *in which the system was removed from service.*

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative and legal values.

Justification for Modification of RDA 2009028:

Staff recommends removing “to which the record pertains.” and replacing it with “in which the system was removed from service.” while removing “this record series” and “a period of” in the retention statement to make a more defined and accurate trigger event.

JJ. Title: Property Management: Excess, Lost & Stolen Property Files

RDA: 1998159

Description:

These records document the property in the custody of a state agency which has been lost, stolen, or declared excess. *The records may include but are not limited to: monthly property report, purchase orders and other fiscal records, police and internal incident reports, memos, associated documentation, and* related correspondence.

Authorized Retention:

Retain for three (3) fiscal years from the fiscal year *in which the property report was submitted.*

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative, fiscal, and legal values.

Justification for Modification of RDA 1998159:

Staff recommends removing “to which they pertain.” and replacing it with “in which the property report was submitted.” while removing “this record series” and “a period of” in the retention statement to make a more defined and accurate trigger event.

KK. Title: Property Management: Fixed Asset Inventory

RDA: 1998160

Description:

These records document the process of an agency updating and reconciling an inventory of all the fixed assets having a value of \$500.00 or more in its' possession. *The records may include but are not limited to: fixed asset inventory, purchase orders, fiscal records, monthly property reports, associated documentation, and* related correspondence.

Authorized Retention:

Retain for three (3) fiscal years from the *end of the* fiscal year *in which the inventory was completed.*

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative, fiscal, and legal values.

Justification for Modification of RDA 1998160:

Staff recommends removing “to which they pertain.” and replacing it with “end of the fiscal year in which the inventory was completed.” while removing “this record series” and “a period of” in the retention statement to make a more defined and accurate trigger event.

LL. Title: Property Management: Inventory Files

RDA: 2003009

Description:

These records document inventory assets, equipment, supplies, evidence, and similar items. *The records may include but are not limited to:* investigative reports, checklists, documents involved in a review or audit, inventories, inventory reports, *associated documentation, and* related correspondence.

Authorized Retention:

Retain for three (3) fiscal years from the end of the fiscal year *in which the inventory is completed.*

Recommended Disposition:

Destroy

NSLAPR staff recommendation:

The retention period meets administrative, fiscal, and legal values.

Justification for Modification of RDA 2003009:

Staff recommends removing “to which they pertain.” and replacing it with “in which the inventory is completed.” while removing “these records” in the retention statement to make a more defined and accurate trigger event.

MM. Title: Property Management: Pest Control (Extermination) Records

RDA: 2004268

Description:

These records *document* pest control programs. *The records may include but are not limited to:* extermination logs, incident reports, contractor exterminator reports, *associated documentation, and* related correspondence. 29 CFR 1910.141 (a)(5) - OSHA

Authorized Retention:

Retain for three (3) calendar years from the end of the calendar year *in which the logs or reports were submitted.*

Recommended Disposition:

Destroy

NSLAPR staff recommendation:

The retention period meets administrative and legal values.

Justification for Modification of RDA 2004268:

Staff recommends removing “to which they pertain.” and replacing it with “in which the log or report were submitted.” while removing “this record series” and “a period of” in the retention statement to make a more defined and accurate trigger event.

NN. Title: Property Management: *Visitor* Security Records

RDA: 2004267

Description:

These records document the administration of the security *as it relates to the registration of visitors into the agency's building and/or office area. The records may include but are not limited to: personnel identification records, vehicle registration files, visitor control logs, associated documentation, and related correspondence.*

Authorized Retention:

Retain for five (5) calendar years from the end of the calendar year *in which the visit occurred.*

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative and legal values.

Justification for Modification of RDA 2004267:

Staff recommends removing "to which they pertain." and replacing it with "of the visit." while removing "a period of" in the retention statement to make a more defined and accurate trigger event. Staff proposes splitting this series into two separate series one for visitor records and a new series (see 2019007) for the security reports allowing for the different triggering event.

OO. Title: *Property Management: Security Reports*

RDA: 2019007

Description:

These records document the administration of the security program. The records may include but are not limited to: key holder accountability records, inspection reports, investigation reports, crime/incident reports, associated documentation, and related correspondence.

Authorized Retention:

Retain for five (5) calendar years from the end of the calendar year in which the report was finalized.

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative and legal values.

Justification for New RDA 2019007:

This new series is being created for the security reports portion of RDA 2004267 "Property Management: Security Records". Staff proposes the splitting series 2004267 into two separate series one for visitor records and for the security reports since the security report can span over the end of a calendar year in order to set clear retention periods.

PP. Title: Voting: Voter Registration Records

RDA: 2005101

Description:

These records document the state's voter registration program. *The records may include but are not limited to: training materials, county clerk transmittal forms, transmittal of each application form, information correction forms, list of serial numbers of completed applications, receipts from county clerk or voter registrar, associated documentation, and related correspondence.* NRS 293.504, NRS 293.505(6), NRS 293.524(5), NAC 293.410(5), NAC 293.410(9-10)

Authorized Retention:

Retain for two (2) calendar years from the end of the calendar year *in which the record was submitted.*

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative and legal values.

Justification for Modification of RDA 2005101:

Staff recommends removing “to which it pertains.” and replacing it with “in which the record is submitted.” while removing “this record series” and “a period of” in the retention statement to make a more defined and accurate trigger event.

QQ. Title: Voting: Voter Registration Voided Applications

RDA: 2005102

Description:

These records document voided voter registration applications. *The records may include but are not limited to:* voided applications, *associated documentation*, and related correspondence. NRS 293.504 and NAC 293.410 (6)(c)

Authorized Retention:

Retain for two (2) calendar years from the end of the calendar year *in which the application was voided*.

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative and legal values.

Justification for Modification of RDA 2005102:

Staff recommends removing “to which it pertains.” and replacing it with “in which the application was voided.” while removing “this record series” and “a period of” in the retention statement to make a more defined and accurate trigger event.

Discussion and Vote:
The proposals in Attachment E were approved as presented. The motion was made by Sarah Bradley and the second was by Alisanne Maffei. The vote was unanimous.

8: Discuss Future Agenda Items

Discussion:
Committee staff are still working on legislative updates.

9: Governors Appointee Update

Staff has reached out to three people regarding the Governors Appointee position. Kathryn Etcheverria will continue to be the Governor’s Appointee until replaced.

10: Public Comment

There was no public comment made.

11: Determine time of next meeting

The next meeting will be held November 13, 2019 at 1:15 pm in the Nevada State Library and Archives Board Room.

12: Adjourn

The meeting was adjourned at 2:07 pm by the Chair, Kim Perondi.